



SOLEX HRC NEWSLETTER

PERSONALIZED, SEAMLESS, PROFESSIONAL

We put the "Human" in Human Resources | (781) 365-9610

EDITION 12

JUNE 2025



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WEBINAR CALENDAR

* ALL WEBINARS ARE FREE AND OPEN TO THE PUBLIC*

JUNE 18TH

HRC QUARTERLY WEBINAR
TOPIC: FORM I-9 OVERVIEW
6/18/2025 12:00PM-1:00PM

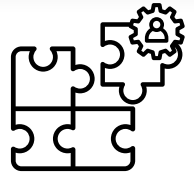
REGISTER NOW

SEPT 17TH

HRC QUARTERLY WEBINAR
TOPIC: DOCUMENT RETENTION
9/17/2025 12:00PM-1:00PM
REGISTER: LINK COMING SOON



SOLEX HRC CONSULTING SERVICES



Solex HRC recognizes that managing your employees and growing your business requires a significant amount of time and effort! Many growing businesses do not have an HR professional, or if they do, they are overburdened with compliance tasks and operational projects. Solex HRC can help!

By partnering with Solex HRC, you will have a dedicated HR Consultant that meets with you regularly to stay on top of important tasks, compliance items, and employee relation issues. We take the time to meet with you and to understand your business so we can efficiently manage your workforce. Our intention is to keep your employees happy so you can focus on growing your business.

HR Highlight of the Month Relocation Made Easy

As companies continue to attract talent from across the country, one of the most important—yet often overlooked—factors in a successful relocation is helping new hires find the right place to live.

That's where a trusted real estate partner can make all the difference. Whether your organization is expanding into a new market, onboarding remote workers relocating to the area, or simply looking to enhance your relocation support, partnering with an experienced local realtor can ease the transition for your employees and their families.

Meet Michelle Barnes, Your Relocation Partner
With deep knowledge of the local housing market, school districts, commuting patterns, and neighborhood vibes, Michelle Barnes specializes in helping professionals and families settle into homes that truly meet their lifestyle and budget. From virtual tours to personalized home searches, she provides white-glove service tailored to the unique needs of relocating employees, reducing stress and allowing your team members to focus on their new role from day one.

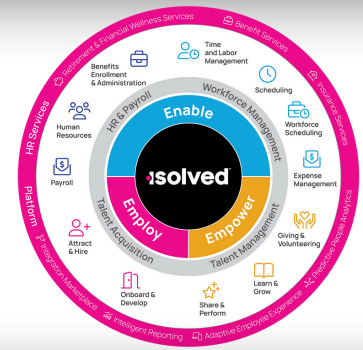
- Why It Matters for Your Business**
- Enhances your employer brand and relocation experience
 - Helps new employees feel welcome and supported
 - Reduces turnover risk by making relocations smoother
 - Provides a go-to expert for all home-buying and rental needs

To learn more about how Michelle can support your employees and simplify corporate relocations, reach out at michelle@homesbyMichelleB.com or 401-744-4913.

Let's make "Welcome home!" part of your onboarding experience.



SOLEX HUMAN CAPITAL MANAGEMENT TECHNOLOGY SPOTLIGHT




WORKFORCE MANAGEMENT: SCHEDULING



Flexible Scheduling Parameters

Easily create and modify employee schedules based on varying needs, employee availability, and shift preferences, enhancing adaptability in workforce management.



Predict Staffing Requirements

Leverage historical data and trends to forecast future staffing needs, enabling businesses to optimize labor costs and ensure adequate coverage for operational demands.



Improved Employee Accountability

Providing employees with access to their schedules and shift responsibilities fosters a sense of ownership and accountability, leading to better attendance and performance.

Make sure your properly staffed at all times with our workforce scheduling solutions. Manage all your employee schedule needs from simple to complex shifts

Automated scheduling



The software automates the creation of schedules based on employee availability, skills, and business needs, significantly reducing the time and effort required for manual scheduling.

Bulk scheduling



Employers can quickly schedule large groups or an entire organization with just a few clicks, using an easy-to-use graphical scheduler.

Flexible scheduling options



The system supports various types of work schedules, including full-time, part-time, shift work, and remote arrangements.

Employee preference accommodation



The scheduler takes into account employee preferences for shifts and days off, attempting to accommodate these while still meeting business needs

Real-time notifications



Employees receive instant mobile notifications about schedule updates, changes, and shift availability.

Shift swapping and approvals



The system allows for easy shift swapping between employees, with built-in approval processes for managers.

Compliance management



The software helps ensure compliance with labor laws and regulations by enforcing rules related to work hours and rest periods.

Customizable scheduling criteria



Employers can personalize the criteria for counting employees per shift by adjusting values like work hours and occupancy percentage.

Integration with other iSolved modules



The system provides comprehensive reports on scheduling trends, labor costs, and employee productivity to inform workforce management decisions.

Reporting and analytics



The system provides comprehensive reports on scheduling trends, labor costs, and employee productivity to inform workforce management decisions.



HR COMPLIANCE CORNER

ICE WORKPLACE VISIT POLICY GUIDELINES

By Emilee Hines, HRC Consultant

As we head into 2025, employers must be proactive in safeguarding their workplaces and supporting employees in the event of an Immigration and Customs Enforcement (ICE) visit. A clear, lawful plan ensures that your team is not caught off guard and that employee rights are protected. The ICE Visit Action Plan begins with preparation—conducting a thorough audit of all Form I-9s, clearly marking private areas of the workplace, and maintaining updated emergency contact information for every employee.

If ICE agents arrive, the most important steps are to remain calm, request identification and a warrant, and immediately alert your designated worksite representative. Only judicial warrants—those issued by a U.S. District Court and signed by a judge—permit ICE agents to enter private areas. Administrative warrants do not carry the same legal authority. Employers should document everything, including taking photos of the warrant and recording ICE activities, while refraining from assisting agents in identifying or locating employees.

After ICE has left the premises, it's essential to complete an ICE Raid After Action Report to document the incident in detail. This includes noting agent behavior, listing any detained employees, and compiling records of searched or seized items. The completed report, along with any supporting materials, should be sent to the designated internal contacts. By following this plan, employers can respond responsibly and effectively while upholding their legal obligations and protecting the integrity of their workforce.

WHAT HAPPENS WHEN AN EXEMPT EMPLOYEE RUNS OUT OF PTO?

By Eileen Messier, HRC Practice Manager

What Happens When an Exempt Employee Runs Out of PTO?

In any workplace, Paid Time Off (PTO) is a vital benefit, giving employees the flexibility to manage their personal and health needs while maintaining a healthy work-life balance. But what happens when an exempt employee uses all of their available PTO and still needs time away from work?

Understanding Exempt Status and Pay Requirements

Exempt employees—typically salaried workers who meet specific duties tests under the Fair Labor Standards Act (FLSA)—must receive their full salary for any week in which they perform work, with very few exceptions. This means that even if an exempt employee has exhausted all their PTO, you generally cannot dock their salary for partial-day absences.

Partial-Day Absences If an exempt employee misses part of a day but works any portion of it, their full salary must still be paid. You may reduce their available PTO bank to cover the time, but once PTO is exhausted, the company still must pay their salary for that day without deducting wages.

Full-Day Absences When an exempt employee misses a full day of work for personal reasons other than sickness or disability (not covered by the employer's paid leave policies), the FLSA allows the employer to deduct from the employee's salary for that full day without jeopardizing their exempt status. However, partial-day deductions are not allowed.

Sick Leave Considerations If the employee is absent for sickness or disability and has used all PTO (and sick leave, if separate), deductions may be permitted if the employer has a bona fide plan or policy for providing compensation for loss of salary due to sickness or disability. It's important to ensure your policies are clearly documented and applied consistently.

Best Practices

- **Clarify Policies:** Ensure that PTO, sick leave, and unpaid leave policies are clearly outlined in your employee handbook.
- **Communicate Early:** Have open conversations with employees approaching the end of their PTO balance.
- **Consistency Matters:** Apply deductions or allowances consistently across all employees to avoid discrimination claims.
- **Consult Legal Counsel:** In complex situations, particularly with frequent absences or potential disability issues, it's smart to consult legal advice to ensure compliance with FLSA and other employment laws.

In Summary

When an exempt employee runs out of PTO, employers must tread carefully. While full-day salary deductions may be allowed under certain circumstances, partial-day deductions are not. Clear communication, well-documented policies, and consistent application are key to maintaining compliance and a positive workplace culture.